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ADMINISTRATIVE SERVICE

TO : Deputy Director (Administration)

FROM : Assistant Director (Personnel)

SUBJECT: Proposed Revision of CIA Notice No.

25X1

1. There is attached a proposed Agency notice which will supersede CIA Notice No. "Procedures and Responsibilities Relative to Personnel Statistics and Tables of Organization". The major change is in the amendment of Paragraph 3 of the original notice to outline processing of requests for ceiling adjustments.

2. The Personnel Office has encountered numerous and serious problems in attempting to fulfill the record keeping responsibilities for on-duty personnel ceilings. It is believed that these instructions will solve some of these problems by clarifying the approvals required for various ceiling adjustments and assuring proper notification to the Personnel Office.

3. The original notice has also been amended to cover an agreement reached with which will provide for issuance of machine lists of currently approved T/O's on a quarterly basis. This will greatly simplify record keeping in administrative and operating offices.

Assistant Director (Personnel)

Concurrence

Comptroller

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